



## **External Evaluator Application Information**

**May 2001**

**Please read before completing application. This information applies to all current and potential external evaluators, including all individuals working within an organization.**

**Please note and submit the “Intent to Submit,” page 3 of this document, by June 15, 2001.**

### **New Applications Attached; Current List of External Evaluators Expires June 30, 2001; New List as of September 2001**

Attached are Individual and Organization Applications for designation as an External Evaluator pursuant to California Education Code Section 52053.5. All persons seeking placement on the list of external evaluators that will be established in September 2001 must apply. The list of approved external evaluators established in 1999, including persons and organizations added in 2000, will be eliminated as of June 30, 2001.

Anyone on the existing list must submit the 2001 application and be approved through the new process in order to serve as an external evaluator beginning July 1, 2001.

### **Two Types of Applications; All Lead Evaluators Must Submit Individual Information and Narrative Responses**

New for 2001 is the requirement that any person who will serve as a “lead evaluator” -- any individual who has a lead role at the school site in facilitating the work of the action plan team--must complete Parts 1 and 2 of the application.

- **Organizations** must include Parts 1B (Resume) and 2 (Narrative Responses) of the application for each person who will serve as a “lead evaluator.” In addition, each **organization** will include an organization “Marketing Profile,” an organizational assurance; and evidence of the organization’s ability to do business in California.
- **Individuals** must submit Parts 1 and 2 (Marketing Profile, Resume, Narrative Responses) in addition to evidence of ability to do business in California. Any **individual** applicant who notwithstanding the individual status, anticipates working with an **associate who may serve as a “lead evaluator” must submit Parts 1 and 2 for each associate.**

### **Additional Application Review Dates**

The review of applications submitted by July 9 will occur in July 2001. New for 2001 is the possibility for individuals and lead evaluators to submit applications for addition to the approved list at designated intervals subsequent to the initial application review. Applications for individuals, or for additional lead evaluators within an organization, may be submitted by January 1, 2002 for review in January. Additional review dates for 2002-03 will be established as needed.

### **Appeals**

The only grounds for appeal will be procedural—that is, whether the application was complete and was received according to the established deadlines.

### **Timeline for Application and Selection**

April 11, 2001:	State Board of Education approved minimum qualifications and application process for external evaluators
May 2001:	Applications available to individuals and organizations
June 30, 2001:	1999-2000 list of external evaluators expires
July 2001:	2001 Applications due; review of applications
August 2001	Applicant notification of results
September 2001:	Publication of approved list
October 2001:	CDE training for external evaluators on 2001 list

### **How to Apply**

**The original application and three copies must be received on or before 5 p.m. July 9, 2001 at:**

School Reform Assistance Office  
California Department of Education  
721 Capitol Mall, 3<sup>rd</sup> Floor  
Sacramento, California 95814  
Attn: External Evaluator Application

Applications not received by the time and date above will not be considered.

*California Public Schools Accountability Act of 1999*

**Intent to Submit**  
**an Application to become an**  
**External Evaluator**  
**Individual or Organization**

*To be returned by any individual or organization intending to submit an application for designation as an External Evaluator*

**Please complete and fax this form no later than Friday, June 15, 2001 to:**  
**916 653-3011**

School Reform Assistance Office  
California Department of Education  
721 Capitol Mall, 3<sup>rd</sup> Floor  
Attn: External Evaluator Application

The following (check one):

**Individual** \_\_\_\_\_

**Organization** \_\_\_\_\_

will submit an application to be approved for the list of external evaluators to be established pursuant to Education Code sections 52053.5 and 52054. The list will become effective September 2001.

**Complete EITHER the Individual OR the Organization information**

<b>Individual Applicants</b>	<b>Organizational Applicants</b>
<b>Name</b>	<b>Name of organization</b>
<b>Street</b>	<b>Contact person/title</b>
<b>City</b> <b>Zip</b> <b>State</b>	<b>Address</b>
	<b>City</b> <b>Zip</b> <b>State</b>
<b>Phone</b> <b>Fax</b>	<b>Phone</b> <b>Fax</b>
<b>E-mail</b>	<b>E-mail</b>
	<b>Estimated number of lead evaluators to be submitted with organization</b>